

**POLICY FOR THE USE OF CHURCH FACILITIES/EQUIPMENT  
BY NON-CHURCH GROUPS AND ORGANIZATIONS**

**Shiloh Baptist Church  
13457 King George, Virginia 22485  
(540) 469-4646**

Though built and maintained primarily for the ministry purposes of the church, church members recognize that their facilities are a gift from God and, as such, are to be shared in such a way as to extend the church's witness in the community. This being true, the members of the church believe that making their facilities available for certain organizations, community and civic meetings and events are within the goals of our church mission. The following guidelines will be followed when such requests are made.

- a. The facilities may be used by non-church members, non-profit or for profit groups or organizations and community and civic events under the following conditions:
  - (1) Such use will not interfere with the normal programs of the church.
  - (2) The purposes of the user and event do not violate the principles of morality and ethics espoused by Shiloh Baptist Church.
  - (3) A representative of the organization, on behalf of the organization, must complete the **Non-Church Groups and Organizations Request for Use of Church Facilities/Equipment Form**, which includes a waiver of liability for the church. Forms are available in the church office.
  - (4) All requested deposits are paid.
  - (5) Non-church members may request to use the church facilities for Christian weddings and receptions. Non-church members are defined here as when neither bride nor groom is a member of Shiloh Baptist Church or its Sunday school, does not live in the household of a member, or is not in the immediate family of a member.
- b. The church facilities or equipment may not be used for personal profit events including such things as jewelry parties, home decorating parties, etc.
- c. The church facilities may be used upon special request for fund raising events, if all profits are donated to a "not-for-profit" organization, charity, church or person in need.
- d. Requests for use of any facility must be made 30 days prior to the event and approval granted before the event is publicized.
- e. All requests from non-church groups will be considered on an individual basis.
- f. The church group responsible for consideration of requests for non-church members or organizations shall be the Building and Grounds Team of Shiloh Baptist Church.
- g. The church kitchen may be used to prepare or serve catered meals in conjunction with the event being held, under the following conditions:
  - (1) The person(s) responsible for food preparation and cleanup must meet with a member of the church Hostess Team or custodian prior to the event for the purpose of explaining the availability, location and use of kitchen equipment.
  - (2) The church's dishware and tablecloths are available for use for the event, provided that requesting organization pay the custodian to supervise cleanup after the event. Please see fee schedule below.
  - (3) The kitchen must be cleaned and left in the condition in which it was found, including the removal of all food and trash from the kitchen.

- h. Groups using the facility may request to use the sound and/or video equipment under the following conditions:
  - (1) A responsible person for the event must meet with a member of the Technology Team prior to the event to be advised of the proper use of the equipment.
  - (2) If desired, a member of the Technology Team may be requested to attend the event and operate the audio/video equipment. The fee for this service is shown below.
- i. Groups using church facilities must be responsible for the supervision of any children in attendance.
  - (1) When children are in attendance, they must remain in the area being used and not left unsupervised to enter other parts of the building.
  - (2) Upon special request, the nursery may be used for childcare during an event being held elsewhere in the building, provided a responsible adult is in attendance.
- j. The following minimal fee schedule shall be applied to cover the cost of utilities, wear and tear on church facilities/equipment and extra custodial services for non-church groups.
  - (1) Sanctuary - \$ 50.00
  - (2) Fellowship Hall - \$ 100.00 (< 50 people) \$200.00 (> 50 people)
  - (3) Kitchen - \$ 25.00 (Snacks) \$ 50.00 (Meals)
  - (4) Meeting Room(s) - \$ 25.00
  - (5) Church Personnel - \$ 20.00/hr (custodian, kitchen, audio/visual, security, etc.).
  - (6) Chair Set-up - \$ 50.00 minimum if requested\*

\* (Unless otherwise approved, setup and removal of chairs and tables are the responsibility of the user. Assistance with setup of chairs and tables in the fellowship hall is available for a fee if requested. The cost of setup/removal is a minimum of \$50.00 for up to 50 chairs and corresponding tables and an additional \$1.00 per chair over fifty chairs.)
- k. A deposit of one-half of the anticipated fee is required upon reservation of the facility. In the event of cancellation, all deposits will be refundable up to seven days prior to the event. Full payment of all fees shall be made prior to or on the day of the event.
- l. Damage to any property or the building caused by participants as determined by the Building and Grounds Team will be the responsibility of the group using the facility.

**General Information:** The following information is shared for the benefit of anyone using the facilities.

- a. There will be no smoking in the buildings and alcoholic beverages may not be served or consumed on the property. Use of drugs on church property is forbidden and if discovered, the proper authorities will be notified.
- b. Make sure that the plastic trash liners are in the trash cans before any trash is placed in the cans.
- c. Before the trash liners are removed from the cans, take the cans outside or to an uncarpeted area, since the liners sometimes leak if carried or dragged across the carpet.
- d. If liquids or food are spilled on the carpet or chairs, simply dilute with warm water and blot as dry as possible. Do not use any chemicals or cleaning products on the carpet or chairs. If stains on chairs can not be removed with a damp cloth, place that chair aside and do not stack it with other chairs. The church has special cleaning materials and equipment for this purpose.

- e. Within the Family Life Center and Sanctuary, no nails, screws, or non-painter's tape may be used on woodwork or painted walls for attachment of decorations or posters. Plastic adhesives specifically designed to not harm the attaching surface may be used. Any decorations used for any special function should be removed as soon as the event is completed.
- f. Throwing or kicking of balls is prohibited in all areas of the church except in the youth fellowship area or hallway in the church basement and only under the direct supervision of an adult sponsor.
- g. All weddings in the Sanctuary shall be conducted by the pastor or by a minister approved by the pastor. In the pastor's absence, approval of the minister must be obtained from the Leader of the Deacon Team.
- h. Only non-drip candles may be used within the church.
- i. The kitchen range hood vent should be used when cooking in the ovens or on the range tops to prevent cooking odors from leaving the kitchen.
- j. If the Family Life Center kitchen has been used, the procedures below shall be followed:
  - (1) All dishes, pots, pans and utensils will be washed, dried and returned to their proper storage location.
  - (2) Counters, range tops, ovens, sinks and floors should be cleaned.
  - (3) If used, table cloths and towels should be washed, dried, folded and returned to their proper storage location.
  - (4) Any kitchen equipment moved to another area of the church should be returned to its normal storage location.
  - (5) Uncooked food or "leftovers" may be donated to the church with the permission of a member of the Hostess Team. The food should be properly wrapped and stored in the refrigerator or freezer, if required.

**NON-CHURCH GROUPS AND ORGANIZATIONS REQUEST FOR USE OF CHURCH FACILITIES/EQUIPMENT**

Shiloh Baptist Church  
 13457 Kings Highway, King George, VA 22485  
 (540) 469-4646

Name of group/organization or individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Date presented to church: \_\_\_\_\_

Requested facility:

Specific facility requested or room no: \_\_\_\_\_

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Purpose for which facility will be used: \_\_\_\_\_

Is this a fund raising event? Yes \_\_\_ No \_\_\_ Recipient \_\_\_\_\_

Fees and Deposits (to be filled in by the church)

<u>Facility</u>	<u>Fee Required</u>	<u>Deposit Received</u>
Sanctuary	_____	_____
Fellowship Hall	_____	_____
Kitchen	_____	_____
Meeting Room(s)	_____	_____
Church Personnel	_____	_____
Chairs/Tables Setup	_____	_____
TOTAL	\$ _____	

Total Deposit \$ \_\_\_\_\_

Balance Due \$ \_\_\_\_\_

On behalf of \_\_\_\_\_ (group/organization requesting use of facility), I have read the attached **Policy for the Use of Church Facilities/Equipment** and agree to pay the fees listed above, to abide by the rules for use of the facility and to pay for any damage to church property. I furthermore agree that Shiloh Baptist Church will not be held liable for injury or loss of property incurred by individuals participating in this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fill out the **Special Arrangements Form** attached.

**SPECIAL ARRANGEMENTS FORM**

Is access required prior to requested date for set-up? Y\_\_ N\_\_

If so, please state your requirements and date/time: \_\_\_\_\_  
\_\_\_\_\_

Are tables and/or chairs required? Y\_\_ N\_\_

Is assistance needed with chairs/tables? Y\_\_ N\_\_

(Unless otherwise approved, setup and removal of chairs and tables are the responsibility of the user. Assistance with setup of chairs and tables in the fellowship hall is available for a fee, if requested. The cost of setup/removal is a minimum of \$50.00 for up to 50 chairs and an additional \$1.00 per chair over fifty chairs.)

Expected number of chairs/tables needed:\* # Chairs\_\_\_\_\_ # Tables\_\_\_\_\_

\*(8 chairs per round table)

Is church sound and/or video equipment required? Y\_\_ N\_\_

Is assistance needed from the church custodian? Y\_\_ N\_\_

Are kitchen facilities required? Y\_\_ N\_\_

Please list equipment needed: \_\_\_\_\_  
\_\_\_\_\_

**Church Security:**

Who will be responsible for opening the church? \_\_\_\_\_

Who will be responsible for closing the church? \_\_\_\_\_

\*\*\*\*\*

**For Church Staff Use:**

Date of request: \_\_\_\_\_

Date given to Building and Grounds Team: \_\_\_\_\_

Date of response: \_\_\_\_\_

Date logged on church calendar: \_\_\_\_\_

Date requester notified: \_\_\_\_\_

Request **Approved**\_\_\_\_\_

Request **Disapproved**\_\_\_\_\_